

Instructions For Submission Of The Creditor Matrix On Computer disk

General Information

Our new automated system, Autocop, allows users to submit the list of creditors on a 3 ½" high-density disk supplied at the time of the filing. The following guidelines must be strictly followed in order to correctly process the case being filed. Submitting the list of creditors on a computer disk allows the court to efficiently process a higher volume of cases in a faster amount of time.



Disk Type:

Must be a 3 ½ disk in Microsoft compatible format in any density up to 1.44 MB.

File Requirements:

1. Each case must be submitted with a separate disk containing the creditors with their addresses; the system can only read one file per disk.
2. The file must be saved in a "pure text" format (see subsection Text Format on the following page)
3. The file must be located in the disk's root directory and named matrix.txt

File Content:

The creditor list should only include the specific creditors to that particular case. Because the court has software which will automatically add the debtor, joint debtor, debtor's attorney, case trustee and US Trustee, **DO NOT** add these names to the list of creditors.

Text Format:

The creditor list saved as matrix.txt must be in ASCII, or "pure text" format in order for the court's computer to read the data. All word processing packages have the capability of saving a word processing document as "pure text". Any text editor such as the DOS editor (EDIT), most word processors like WordPerfect or Microsoft Word are capable of producing the required output. (See subsection on File Saving and Labeling Disk).

Creditor Format:

0. Must be typed in Courier 12 point font (10cpi)
1. Lists should be typed in a single column
2. Each name and address must consist of no more than 5 (five) total lines of single spaced type
3. One blank line should appear between each creditor address
4. ZIP codes must be located on the same line as the city and state which should be the last line of the address
5. Use ZIP +4 format with a hyphen between the fifth and the sixth number
6. Each line must be 30 characters or less in length
7. If “attention” lines are used, they should appear on the second line of the address, not on the last line
8. No headers, footers or page numbers should be used in the text
9. Use initial capital letters. The court will not accept all capital letters.
10. No punctuation should be used except for the hyphen in item (5) above.

File Saving and Labeling Disks:

1. After all creditors are typed, the file should be saved to a diskette in text format, not the word processor's document format. The file name should be matrix.txt

Example Instructions for Microsoft Word or WordPerfect for Windows.

After the matrix has been typed, place a formatted diskette in the floppy drive and select the following items from the menu bar at the top of the window:

File

Save As

Save File as Type: (select one of the following type)

MS-DOS Text or ASCII (DOS) Text

File Name: (enter matrix.txt in the box below this item)

Drives:

A: (or whatever is appropriate for your PC)

Ok (left click the button one time with the mouse to complete saving the file)

Example Instructions for Word Perfect 5.1 for DOS

After the matrix has been typed, place a formatted diskette in the floppy drive and select the following keyboard commands.

<CTL>+f5 (hold the 'CTRL' key down and press the "f5" key) next select

1 Dos Text Next select

1 Save

Document to be saved (DOS Text): (enter the drive letter and file name:

'A:matrix.txt

2. Do not write on a disk label with ballpoint pen because the disk may be damaged. Use a felt-tip pen or write lightly in pencil. The following information should be included on each disk submitted:

name of submitting firm or practitioner

debtor's full name

the number of creditors on the disk

3. It is advisable to save a backup copy of the creditor file, either on the hard drive of the computer or a second diskette, in case another copy of the file is needed later.

Returning Disk:

A used disk of comparable media will be traded for the submitted disk. If the filing takes place at the court window, the disk will be submitted immediately. If the filing takes place through the mail/overnight box, the disk will be returned along with any extra copies of documents, provided that a self-addressed, stamped envelop is supplied. All disks that the court receives will be recycled and traded on an on going basis. If it is imperative that the actual disk which you submitted be returned to you rather than a comparable disk, print "return this disk" on the label portion of the disk under the name of the firm or practitioner.

Computer Virus Protection:

The court has computer software which scans disks for viruses in order to prevent possible damage to court records as well as affording protection to those who request the return of disks from the court. Since new strains of computer viruses are regularly created, the court subscribes to a virus detection update service which allows us to detect the most recent computer viruses.

All computer users are strongly urged to ensure that safeguards exist in their offices to detect and eradicate current and future computer viruses. You should also be aware that whatever virus detection software you use, must be updated regularly because old software will not detect new viruses.

Submission of a computer disk with a virus will be subject to appropriate court action.